

## Zero Income Staff Guidance

If the participant is verified as adjunctively eligible, they can self-declare income and does not need the zero income form.

THE ZERO INCOME STATEMENT MAY NOT BE USED AS NO PROOF OF INCOME!

Review the following table to verify that the participant has zero income. If you find that the participant does not have zero income, follow the directions on how to proceed.

Question	Guidance
Does another individual pay for housing, food and utilities?	<ul style="list-style-type: none"> <li>• Apply the Montana WIC definition of Household, which is, “all persons living together in the same dwelling and sharing financial resources and costs.”</li> <li>• If the participant meets this definition, then they need to bring in proof of household income. They may not be considered for certification until they bring in this proof.</li> <li>• Even though the participant may not consider themselves as part of the household, you must apply the Montana WIC definition</li> </ul>
Does another individual pay for housing, food and/or utilities?	<ul style="list-style-type: none"> <li>• This may be a regular contribution from another source. Ask the participant if they receive money from this person on a regular basis. If so, then the participant needs to bring in a signed statement from income source stating how much money they give the participant each month</li> </ul>
Does the individual pay for everything?	<ul style="list-style-type: none"> <li>• If they are relying on savings accounts, investments, unemployment, child support or a regular contribution from another source (see 5-1, section IV of the State Plan for full list), they need to bring in the appropriate documentation in order to be considered for certification</li> <li>• If they are recently without income because of seasonal employment, average their pay over the last 12 months to get an accurate financial picture.</li> </ul>
Is the participant homeless?	<ul style="list-style-type: none"> <li>• Follow procedures for certifying homeless people as there are different requirements</li> </ul>
The participant <b>legitimately</b> has zero income	<ul style="list-style-type: none"> <li>• Both participant and the WIC staff member determining income need to sign and date the form. Staff member also needs to provide a justification as to how the participant has zero income. Scan it into every member of household’s file.</li> <li>• Explain to the participant that they will only receive one month of benefits. After one month, their eligibility will be reassessed</li> <li>• Encourage the participant to apply for Medicaid, SNAP and/or TANF. Explain adjunctive eligibility</li> <li>• Give all appropriate referrals</li> <li>• Only issue one month of benefits</li> <li>• If you are using the Zero Income Statement for more than one month, you must provide an updated explanation of the situation</li> </ul>